

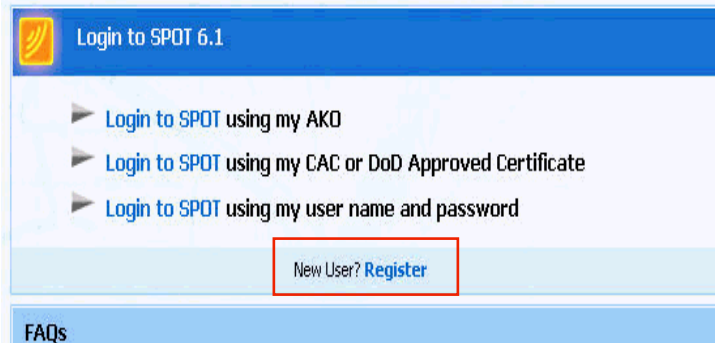
SPOT Registration and Log in

SPOT Registration and Log in Quick Guide

The SPOT quick guide is targeted to provide the three main community users, Contractor Company, Government Organization, and Contracting Community, with basic information on SPOT registration and log in. Currently there are two types of registration: 1) registration with a CAC, AKO, or DoD soft cert or 2) requesting and registering with a SPOT user name and password. More detailed instructions on both processes are contained in the SPOT User workbooks located in SPOT on the *Training* link.

Registering in SPOT with CAC, AKO, or DoD soft cert

1. Go to <https://spot.altess.army.mil>
2. Click **I Consent** on the SPOT waiver page.
3. If registering with a CAC, AKO, or DoD soft cert, click **Register** on the SPOT



4. Select the user's affiliation: Company Contractor, U.S. Government Personnel, or U.S. Military Personnel
5. Select the role that the user will be performing. The table below describes the roles and their functions.

Functions	Company Administrator	Government Authority	Government Administrator	Contracting Officer	Contracting Administrator
Add company person(s) (contractors) or sub-contractors person(s)	X	X	X		
Create/maintain deployments	X	X	X		
Initiate letters of authorization (LOA)	X	X	X		
Add contracts/task orders	X	X	X	X	X
Maintain/edit contracts/task orders	X	X	X	X	X
Add/maintain person(s) (contractors, Government civilian, and military)	X	X	X		
Review/authorize LOAs		X			
Maintain government furnished services				X	
Review/approve LOAs				X	
Create/review reports	X	X	X	X	X
Request a SPOT user name and password		X	X	X	X

6. Select the method of registration and accept the Privacy Act Statement.
7. Enter the user's phone number and primary/alternate email addresses.

Access to SPOT:

SPOT may be accessed using the following credentials:

- CAC
- DoD Approved PKI Cert
- AKO
- SPOT User Name and Password

Obtaining an AKO:

Company, Government or Contracting Administrators who do not have a CAC or CAC reader may request an AKO account through an Army sponsor. Go to: www.us.army.mil and select **Register for AKO** under *New User* section.

Common User Roles:

- Company Administrator
- Government Authority (GA)
- Government Administrator
- Contracting Officer (KO)
- Contracting Administrator
- Reports User
- Self-Tracker

Tips:

- To determine which role a user should be assigned, refer to the table.
- Contractors may register as:
 - Company Administrators
 - Government Administrators
 - Contract Administrators
 - Reports User
 - Self-Tracker
- Government/military personnel may register for all user roles except Company Administrators.

SPOT Help desk (24/7)

Phone: 717-506-1368

SPOT Registration and Log in

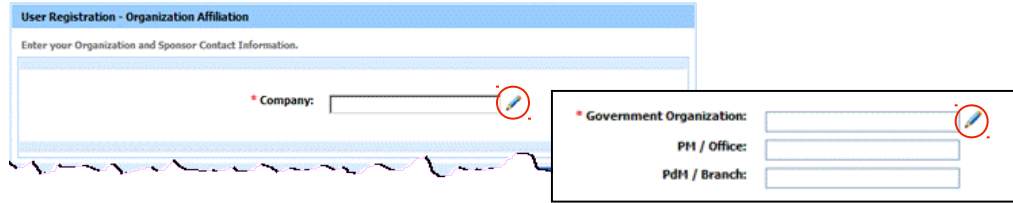
Tips:

- Contractor company users who cannot find their company may add it through the **Can't find your Company?** link located on the **Select or Add Company** page below the **Search** data field.
- KOs are associated to the contract during the registration process by selecting the contracting office where the contract(s) are managed.
- The GA role is the "authorizing user" for a Supporting Government Organization (requiring activity). GAs are associated to the requiring activity during registration.

Sponsoring POC Info:


- The Sponsoring POC is not required to be a SPOT registered user, but must validate the unregistered user's need to access SPOT.
- A user may not sponsor him or her self.
- Submitting a sponsor who cannot validate a user will delay the approval process.
- The Sponsoring POC for an unregistered contractor requesting access as a Company Administrator is his or her company supervisor or Human Resources representative.
- The Sponsoring POC for an unregistered contractor requesting access as a Government/Contract Administrator is his or her


8. Select the user's company or Government organization by clicking on the pencil icon.



User Registration - Organization Affiliation

Enter your Organization and Sponsor Contact Information.

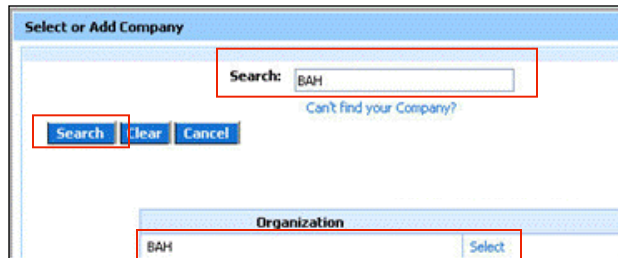
* Company: 

* Government Organization: 

PM / Office:

PdM / Branch:

9. Enter the acronym or the first three letters of the company's or organization's name, in the **Search** data field. Click **Search**.

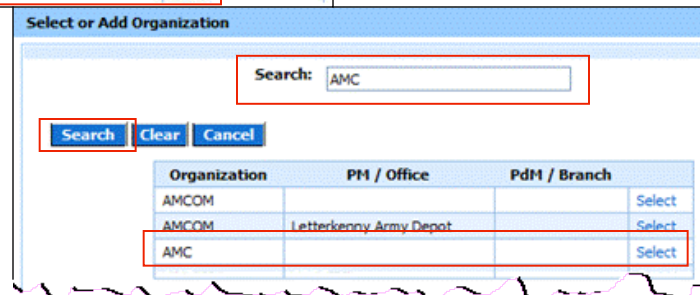


Select or Add Company

Search:
 Can't find your Company?

Organization	
BAH	<input type="button" value="Select"/>

10. Click **Select** by the name of the company or organization.

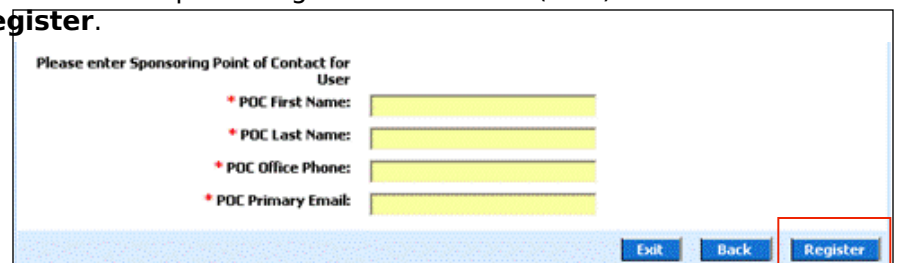


Select or Add Organization

Search:

Organization	PM / Office	PdM / Branch	
AMCOM			<input type="button" value="Select"/>
AMCOM	Letterkenny Army Depot		<input type="button" value="Select"/>
AMC			<input type="button" value="Select"/>

11. Enter the Sponsoring Point of Contact (POC) information. Click **Register**.



Please enter Sponsoring Point of Contact for User

* POC First Name:

* POC Last Name:

* POC Office Phone:

* POC Primary Email:

When the registration process is complete, SPOT automatically sends an email to the Sponsoring POC. The Sponsoring POC must validate the unregistered user's need to access SPOT by sending justification to the SPOT Help Desk. The account will not be activated until the Sponsor's response is received and validated. See Sponsoring POC Information in the box to the left for more information.

SPOT Registration and Log in

SPOT User Name and Password Account

SPOT User name and password accounts enable unregistered users who do not have a CAC, AKO or DoD PKI soft cert a means to access SPOT. This type of account must be requested by a Government user (Government Authority/Administrator or Contracting Officer/Administrator) who has registered with a CAC, AKO, or DoD PKI soft cert.

1. Click on the **Account Information** on the navigation bar of the user's home page.
2. Select **Request Account on User's behalf**.
3. Read the *Proxy Account Request Agreement* and click on the **red** asteriked data field to affirm responsibility and agree to create an account for another person.
4. Select the user's affiliation: Company Contractor, U.S. Government Personnel, or U.S. Military Personnel.
5. Select the role that the unregistered user will be performing.
6. Enter the unregistered user's profile information.
7. Select the unregistered user's company or Government organization by clicking on the pencil icon. (Refer to step 8 - 10. of **Registering with a CAC, AKO, or DoD PKI soft cert**)
8. Enter the unregistered user's Sponsoring POC information. Click **Register**.

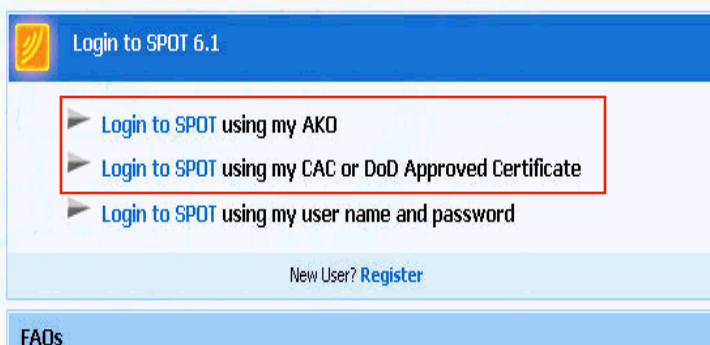
SPOT automatically sends an email to the Sponsoring POC when the **Register** button is selected. The Sponsoring POC must validate the unregistered user's need to access SPOT by sending justification to the SPOT Help Desk. The account will not be activated until the Sponsor's response is received and validated.

Upon activation, the newly registered user will receive an email with a user name and temporary password. The temporary password is twelve alpha numeric characters and symbols and is required to be changed on the user's first log in.

Accessing SPOT with AKO, CAC or DoD PKI soft cert

1. Go to <https://spot.altess.army.mil>
2. Click **I Consent** on the SPOT waiver page.
3. AKO users should select option 1. The user will be immediately directed o the SPOT home name.

4. CAC
windo
will ta



rtificate
:he certificate

SPOT user name and password accounts:

•SPOT user name and password accounts are limited to the following user roles:

- Company Administrator
- Government Administrator
- Contract Administrator
- Reports User

•Unregistered users must provide the Government user the following information:

- First and Last Name
- Office Phone
- Primary E-mail
- Alternate E-mail (Primary and Alternate emails cannot be the same)
- Sponsoring POC First and Last Name
- Sponsoring POC Office Phone
- Sponsoring POC Primary E-mail

Sponsoring POC Info:

•The Sponsoring POC is not required to be a SPOT registered user, but must validate the unregistered user's need to access SPOT.

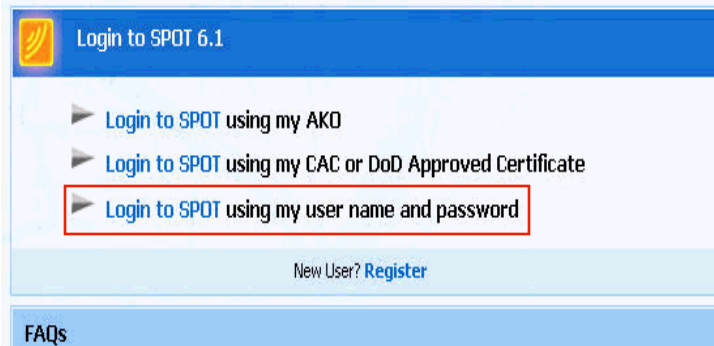
• The Sponsoring POC for an unregistered contractor requesting access as a Company Administrator is his or her company supervisor or Human Resources representative.

•The Sponsoring POC for an unregistered contractor requesting access as a Government/Contract Administrator is his or her

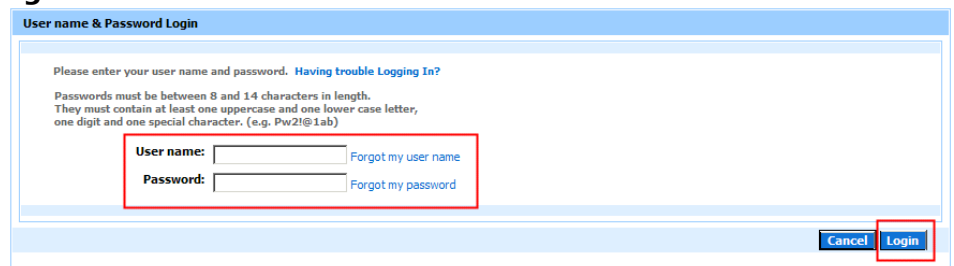
SPOT Registration and Log in

Accessing SPOT with user name and password

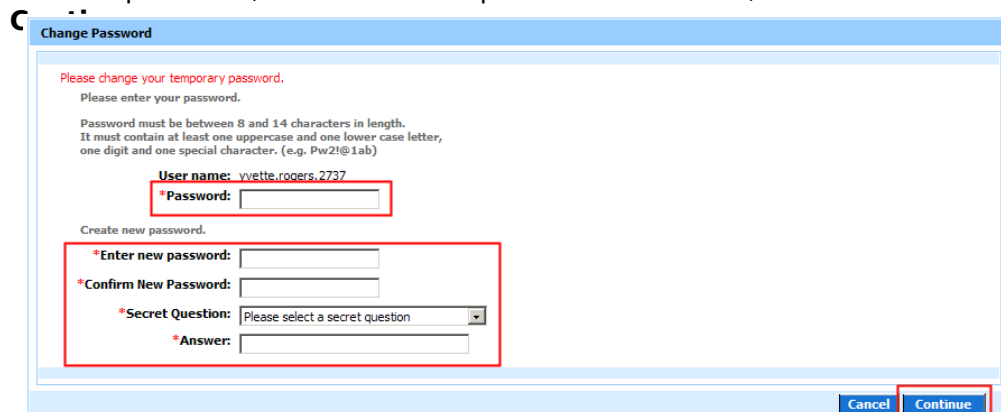
1. Go to <https://spot.altess.army.mil>
2. Click **I Consent** on the SPOT waiver page.
3. Select **Login to SPOT using my user name and password**



4. Enter the SPOT generated user name and temporary password and click **Login**.



5. Enter the "temporary" password, then enter a new password, confirm the new password, select a secret question and answer, then click



6. A password confirmation message will display. Click **OK** to go to the SPOT home page.